



## Assistant Director Job Description

**Title:** Assistant Director  
**Reports To:** Director

### **POSITION SUMMARY**

The Assistant Director will work cooperatively with the Director to successfully deliver a quality preschool experience. The Assistant Director will be responsible for the day-to-day administration, under the leadership of the Director.

### **PRINCIPLE ACCOUNTABILITIES**

#### **Licensing**

- Understand, interpret, and implement laws required for operation under DCF 251, communicate with the Licensing Specialist, provide reports, and delegate compliance responsibilities.
- Maintain records, as required by the state, of attendance, emergency procedures, accident reports, and other documentation as directed by administration.
- Meet all DCF requirements for this role such as Certification in Infant/Child CPR, first aid, and AED, Abusive Head Trauma, and Background Check.

#### **Records Management**

- Maintain and ensure compliance of student, teacher, and staff files/required paperwork.
- Maintain attendance records.
- Submit required documentation for state immunization reports, water test results, insurance liability coverage, etc.

#### **Financial Management**

- Collect tuition and maintain payment records. Uphold a working understanding of the ProCare App, and technology utilized for family billing.
- Record and request subsidies from Wisconsin Shares for approved tuition co-pays and monitoring financial assistance disbursement.

#### **Office Management**

- Responsible for USDA menu planning/distribution and snack preparations, storage/inventory, and food ordering.
- Clean and manage kitchen.
- Ensure office equipment, computers, technology, phones, and supplies are in good working order.
- Understand basic technology and computer programs (Word, Publisher, Excel) and can serve as a resource for staff as needed.
- Food and Supply Ordering, Pick up of necessary orders.

#### **Health and Safety Management**

- Monthly/annual practice of required drills.
- Teach CPR and First Aid to Staff, BHP will cover certification costs.
- Provide care and supervision of ill children while awaiting parent pickup.
- Responsible for management of student health conditions, by evaluating and providing care, including meeting with parents to review emergency care plans.
- Maintain records



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### **Facility Management**

- Inspect and assess facility – interior spaces, playgrounds, and walkways – for compliance and safety.
- Communicate needs with and follow up on needs with facility team.
- Understand facility needs and know when and who to contact facility team.
- Weekly meeting with Facility Director to ensure facility needs are addressed and met.

### **Classroom and Office Coverage**

- Develop and maintain teacher relationships to support and assist with their needs.
- Provide quality classroom supervision, as needed to remain within the legal ratios with regular coverage of lunch breaks or other shifts.
- Provide exceptional customer service with a warm and welcoming presence in the office, on the phone, and in the facility.
- Flexible hours to fill in with Before or After Care and cover in classrooms as needed.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.